



EMBASSY OF THE UNITED STATES OF AMERICA

Position Vacancy Announcement

ANNOUNCEMENT NO: VA-11-39

OPEN TO All interested and qualified candidates
Current mission employees serving a probationary period are not eligible to apply.
POSITION Administrative Assistant (CLO)
OPENING DATE Thursday: June 21, 2011
CLOSING DATE Thursday: August 04, 2011
WORK HOURS Full-time; 40 hour workweek
GRADE/SALARY FSN- 07 \$11,985.00

ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN

The U.S. Embassy in Khartoum, Sudan is seeking a qualified individual for the position of Administrative Assistant (CLO) at the Community Liaison Office.

BASIC FUNCTION OF POSITION

CLO is a mandatory ICASS package and as such serves all participating USG agencies at post. The CLO is a rated ICASS service provider whose base constituency includes all direct-hire employees, family members and members of household. The Khartoum Community Liaison Office serves a client base of approximately 1000 people. In addition, the CLO program regularly provides services to TDYers, Contractors, LES, and the US Military. The Community Liaison Office Assistant (CLO Assistant) assists the CLO Coordinators in the development and management of post programs to maintain high morale of community members. The CLO Assistant identifies needs within the post community and responds with effective programming, information and resources and referrals. The incumbent works under the close supervision of the CLOs and is expected to interact independently with CLO clientele to develop CLO materials/programs, and to generate ideas for CLO events.

QUALIFICATIONS (REQUIRED)

Applicants must meet **ALL** of the following criteria to be considered for employment

1. Education:

High secondary school.

2. Work Experience:

3 years of administrative office work experience.

3. Language Proficiency (Applicants Will be tested as applicable):

	Speaking	Reading	Writing
English	Fluent	Fluent	Fluent
Arabic	Fluent	Fluent	Fluent

4. Skills and Abilities:

- Familiarity of Khartoum and U.S. Mission community.
- Ability to use Microsoft Office Suite Word and, Excel and outlook

- Ability to use the internet for research, including the use of search engines.
- Ability to establish priorities and organize a large amount of varied information.

SELECTION CRITERIA

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.
- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

TO APPLY

All applicants must submit the following:

1. DS-174, Application for Employment available at the U.S. Embassy website http://sudan.usembassy.gov/job_opportunities.html, "Job Opportunities".
 - **ONLY Application Form DS-174 will be accepted.**
 - **DO NOT attach any additional documents.**
 - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
 - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
 - E-mail: KhartoumHRApplications@state.gov. Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
 - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.